

Section 4

Instructors' Responsibilities in Classrooms & Labs

Section 4.1

ACADEMIC FREEDOM

District B.P. 6.06 A. General Principles ***AFT 2121/CCSF Collective Bargaining Agreement, Article 8***

The District and AFT 2121 are unequivocally and unalterably committed to the principle of academic freedom in its true sense, which includes freedom to study, freedom to learn, and freedom to teach for the provision of professional educational services to students.

Academic freedom encompasses the right of an instructor to discuss in the classroom the pertinent subjects within his or her field of professional competency that are consistent with course objectives. For counselors, librarians and other academic employees, academic freedom makes it possible for the provision of appropriate student services in their fields of professional competency and that are consistent with sound educational principles.

Interference with or censure of an academic employee by District officials or by outside individuals or groups because of the employee's proper treatment of pertinent subjects or provision of proper educational professional services to students is precluded by the principle of academic freedom.

Faculty cannot, however, expect academic freedom to be unlimited; for the right to exercise any liberty implies a duty to use it responsibly. Academic freedom does not give faculty freedom to engage in indoctrination, nor can faculty invoke the principle of academic freedom to justify non-professional conduct.

Academic Freedom

The rights of academic freedom and freedom of expression apply to the reasonable use of District computing resources, including e-mail and internet access.

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Section 4.2

REGULATIONS AND PROCEDURES FOR ACADEMIC PERSONNEL TO FOLLOW FOR STUDENT ATTENDANCE

Each instructor will ensure that only persons duly registered in the class are in attendance. It is the responsibility of the instructor to exclude all non-registered persons from the room. Failure to comply with this policy of excluding unauthorized persons from the class may have some legal effect upon the instructor's personal liability in the event a claim against the District should arise. In the case of special visitors, guest speakers, and others, the exception must be approved by the school dean.

District policy forbids non-students from attending any class without prior and specific permission from the Office of the Vice Chancellor of Academic Affairs. This policy includes children of students. Under no circumstances are children to be permitted in laboratory classes.

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Section 4.3

FACULTY ATTENDANCE

Faculty members shall be on campus or site at least ten minutes before their first class and shall remain on duty for all classes. Since the relationship between instructors and students is a central element in the learning process, instructors shall be present at the site of student activity for all class functions, including final examinations, laboratories, field trips, and audio-visual presentations.

Instructors are required to meet classes at the assigned time and place, including final exam dates. Any change of time or place requires prior approval from the department chairperson and the Office of the Vice Chancellor of Academic Affairs, Cloud Hall, Room C308. In addition, instructors are required to be in class or lab during the entire time class is in session (Refer to Section 4.5 - Absence for details.) In addition to a specific teaching load, instructors are expected to devote a reasonable amount of time to professional responsibilities, such as conferring with and assisting students, serving on faculty, departmental, and District-wide committees, and attending meetings called by the administration, department, and faculty groups.

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Section 4.4

FACULTY SCHEDULES

Faculty shall not be assigned more than a five-day work week. In the credit and noncredit programs where it is determined and approved by management to be in the best interests of the educational program (instructional, counseling or librarian), a less than five-day (i.e. four- or three-day) weekly schedule shall be permitted. The primary intent of this provision is to provide an incentive for voluntary acceptance of evening, weekend, or split assignments. (Refer to Article 13.A.2 of the AFT/CCSF Collective Bargaining Agreement.)

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Section 4.5

ABSENCE

Day credit academic instructors shall report their absences from class, whether for a single class meeting, a single work hour, or an entire day to the Vice Chancellor for Academic Affairs Office or to the appropriate department chairperson.

1. An academic employee who can foresee the date or dates of absence should notify, as far in advance as possible, the department chairperson or the appropriate dean.
2. On the day of the absence, an academic employee assigned to work on the Ocean Campus shall telephone the department chairperson or the Office of the Vice Chancellor for Academic Affairs at 415-239-3312. If the

Ocean Campus is closed, a call should be placed to 415-239-3232. A message shall be recorded with the following information:

- A. Instructor's name
- B. Time and room of the first class
- C. Any special instructions such as books, topics, etc.
- D. How long instructor expects to be absent.

Messages can be heard 8:00 a.m. on the next school day.

Evening instructors teaching credit classes on the Ocean Campus shall call and report absences to the Evening Instructional Office at 415-239-3585. Instructors teaching at other locations should notify the campus site supervisors or the department chair. (Refer to Section 4.18 - Evening Instructional Office.)

Counselors, librarians, and other non-management academic employees shall report their absences to their department chairperson, dean, or vice chancellor. They should consult with these persons concerning procedures for reporting their absences in advance.

NOTE: Academic employees are required to complete and submit the Faculty Application for Leave form to their department chair to report an absence.

Forms are available at: <http://www.ccsf.edu/en/employee-services/district-business-office/human-resources/form.html> or from the Human Resources Department at 415-241-2246.

It is advisable for faculty members to check with their departments for appropriate phone numbers and procedures for reporting absences, including the completing and submitting of the Faculty Application for Leave form.

Day-to-Day Substitutes may be identified and assigned only by a department chairperson in consultation with the school dean or a designee. Academic employees should not arrange for substitutes unless specifically authorized to do so by a department chairperson or school dean.

Noncredit Instructors who are absent have the Department Chair or a designated coordinator responsible for arranging substitute teachers for classes. If the department chair delegates that responsibility to the Center Dean's office staff, then the instructor should call the office staff. The campus classified staff are responsible for initiating the "substitute demand" form (payroll form) for the substitute and a "Faculty Application for Leave" form for the instructor. The department chairperson is responsible for providing the classified staff with a list of approved substitutes. Instructors are not allowed to arrange for their own substitutes, unless specifically authorized in advance by the department chairperson, coordinator, or school dean.

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Section 4.6

THE ACADEMIC CALENDAR AND FACULTY FLEX DAYS

The CCSF academic calendar consists of 175 instructional days. Of these, up to six (6) days are typically designated as “Flex Days,” which are days for faculty professional development. No classes are held on Flex Days.

Professional Development flex activities include workshops and meetings held at CCSF that acquire CCSF assigned CRN numbers. Hours in excess of the required amount can count as Independent Flex activities. There is no carryover from one program year to the next.

Independent Flex activities are those relevant to one’s professional growth at CCSF or faculty assignment and include workshops, conferences, seminars, individualized study, research, or other work that is not part of a faculty member’s regular work assignment. Faculty members are to report their professional development activities as well as their Independent Flex activities on a form or online and submit the information to the Professional Development Office by the end of the academic year.

Full-time Faculty Obligation

The full-time faculty obligation is five (5) hours of flex activity per Flex Day. Attendance at department meetings is considered mandatory and cannot exceed the five (5) hours per Flex Day.

Part-time Faculty Obligation

Part-time Faculty on Pay by Load:

60%	3	hours per Flex Day
50%	2.5	hours/Flex Day
40%	2.0	hours/Flex Day
20%	1.0	hours/Flex Day

For part-time faculty who are paid hourly, the flex obligation equals the number of hours otherwise scheduled to work on Flex Day. All part-time faculty must make a good faith effort to attend Professional Development activities but may substitute Independent Flex activities if other ongoing outside obligations conflict with the scheduled CCSF Flex Days.

For the full AFT/District agreement on Faculty Flex Day Requirements, go to: www.aft.2121.org/resources/flexdays.

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Section 4.7

INTRODUCTORY INFORMATION SYLLABUS/FIRST DAY HANDOUT

All courses that are claimed for state apportionment must be open to enrollment by any student who has been admitted to CCSF and meets any applicable course prerequisites/co-requisites, up to the maximum capacity for a class, which is set by the Office of the Vice Chancellor of Academic Affairs.

Syllabus/The First Day Handout

During the first week of instruction, instructors are to give each student pertinent written class information that includes:

- Student Learning Outcomes as listed on the approved course outline

- Plagiarism Statement
- Accommodations for students with diagnosed disabilities
- Required text and class materials
- Field trips, if appropriate
- Subject matter to be covered
- Prerequisites/co-requisites, if any. (If a student has not met a course prerequisite/co requisite, she/he may not continue in the class)
- Nature and frequency of assignments and examinations
- Grading system
- Method of evaluation and assessments
- Attendance regulations in writing (departmental guidelines)
- Office hours and location
- Midterm and Final exam dates

A copy must **also** be provided to the Department Chairperson.

In addition, instructors should identify themselves, their course number and information, and the course section on the chalkboard and syllabus. **Written attendance regulations must be given to students.**

Faculty members are discouraged from giving personal information, such as home addresses and telephone numbers to students. The District is not responsible for any consequences to faculty who give personal information to students. Faculty must also observe the privacy of student information and may not share information about students with the class or anyone else. (Refer to Section 9.5 - Student Records.)

Refer to Appendix F – Elements of a Syllabus for more information.

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Section 4.8

INSTRUCTIONAL MATERIALS AND INSTRUCTIONAL MATERIALS FEES

All faculty members shall abide by the Board Policy 6.13 Instructional Materials and Instructional Materials Fees. A special materials fee is to be approved in advance by the Vice Chancellor for Academic Affairs.

Under certain circumstances, the District may require students to pay an instructional materials fee as a condition of enrolling in a specific class. Such fees will apply when the District is the exclusive provider of materials, which have continuing value outside the classroom. The District may act as the exclusive provider for health and safety reasons or in providing materials in lieu of other generally available but more expensive materials, which each student would otherwise be required to provide. Any fee for instructional materials must not exceed the District's actual cost.

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Section 4.9

GUEST SPEAKERS

Instructors who desire to supplement instruction by inviting guest speakers shall notify their department chairperson or the school dean of the names and topics of such speakers well in advance of the dates on which they will appear. The assigned instructor shall be present throughout the presentation.

Instructors should either make suitable arrangements for a parking permit or should inform the visitor about public transportation.

Ordinarily, guest speakers do not receive honorariums.

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Section 4.10

FIELD TRIPS

Field trips required as a regular part of the instruction in a course must be a part of the outline of record. Advance written notice of such trips must be given to the department chairperson and the appropriate school dean, including a statement of reasonably exact times and places so that students may be reached in case of an emergency. The Director of Administrative Services must also be notified at least two weeks in advance in order that insurance clearance may be obtained. Although permission for such field trips is almost always granted, it is not automatic; hence, instructors should provide notice sufficiently in advance so that the advisability of modifying plans to avoid conflict within the instructional schedule or for other reasons can be discussed. Instructors should not arrange transportation for students. Students are responsible for their own transportation to the field trip site.

Instructors who wish to conduct a field trip not mentioned as a course requirement in the College Catalog must make a request of their department chairperson in writing. Such requests also require permission from the school dean. Only under unusual circumstances will these requests be granted. Field trips which are not officially advertised in the College Catalog may not be made a required part of the course.

Any anticipated cost to students of proposed field trips must be included in the request for administrative approval. Field trip forms must be submitted to the appropriate school dean or Center Dean.

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Section 4.11

AUDITING OF CLASSES

In both the credit and noncredit programs, only students who are officially enrolled in a course may attend a class. Classes may not be audited; however, some credit classes are offered through a current enrollment option for students who have exhausted repeatability. For further information, contact the Continuing Education Office at 415-561-1860.

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Section 4.12

STUDENTS' RECORDING EQUIPMENT

State law provides for the protection of instructors by requiring that the use of listening or recording devices in the classroom must have prior approval by the instructor concerned. Faculty should, however, recall that federal law mandates "reasonable accommodation" for disabled students whereby listening or recording devices may be necessary for accommodation purposes.

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Section 4.13

CLASSES REQUIRED TO MEET FOR THE FULL INSTRUCTIONAL PERIOD

All classes are expected to be conducted for the designated instructional period, usually not less than 50 minutes, exclusive of passing time. For example, a class scheduled for MWF 9:00 – 10:00 actually meets from 9:10 a.m. to 10:00 a.m.; a class scheduled to meet TR 9:30 – 11:00 actually meets from 9:40 a.m. to 11:00 a.m. If a class is not conducted for the full time scheduled, the instructor must report the circumstances to the department chairperson not later than the close of the next school day.

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Section 4.14

PROMPT DISMISSAL OF CLASSES

Instructors are requested to dismiss their students promptly at the end of each instructional period since prompt dismissal enables students to report to their next classes.

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Section 4.15

POSTING OF FACULTY SCHEDULES

At the start of each semester, all credit full-time instructors shall post their teaching schedules outside their office doors. These schedules shall include class hours, room numbers, and office hours. Instructors' schedules should provide for office hours between classes when possible.

Counselors, librarians, and all other non-teaching faculty shall post their schedules outside their office doors.

At some campuses, outside the room door, a card is posted showing the class held there, the hours, and the instructor.

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Section 4.16

OFFICE HOURS

Full-time credit instructors are required to hold at least two office hours each week. All contract and regular academic unit members of the English Department and the ESL Department who teach a 1.25 or other multiplier class within their assignment are required to schedule and hold three (3) office hours weekly.

For details regarding office hours for full-time and part-time faculty, refer to the *AFT/CCSF Contract Article 18 and Article 20.A.6.1*

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Section 4.17

CURRICULUM

Office of Instruction

Curriculum Office
Ocean Campus, Room C308
415-239-3360

Faculty members are required to adhere to departmental course outlines. Course outlines can be found on the Office of Instruction's website http://www.ccsf.edu/en/employee-services/office-of-instruction/curriculum_committee.html

Faculty members are responsible for maintaining and keeping course outlines current in concert with departmental colleagues.

The Curriculum Committee website has a wealth of information regarding curriculum development, including the creation of new courses, certificates, and degree program, and the modification of existing courses, certificates, and degree programs. Faculty who are involved in curriculum development are advised to review the material available on this web site. Contact the Curriculum Committee chair or Dean of Instruction if there are questions.

The Curriculum Committee website has the following:

(http://www.ccsf.edu/en/employee-services/office-of-instruction/curriculum_committee.html)

- Calendar of Curriculum Committee meetings, including submission deadlines
- Curriculum Committee forms, course outline templates, and a course outline preparation system
- Resources for technical review
- Curriculum Committee membership and contact information

Also linked to the Curriculum Committee website is the Curriculum Handbook that contains information on:

- Course outline preparation
- Course outline addenda, including distance education addenda
- Certificate preparation
- Major preparation
- Prerequisites, co-requisites, and advisories
- Graduation requirements, transfer, and articulation
- Standing rules of the Curriculum Committee

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Section 4.18

EVENING INSTRUCTIONAL OFFICE

Evening Office & Summer Session

Ocean Campus - Cloud Hall 310A
415-239-3584

Office Hours:

Monday – Thursday: 9:00 a.m. to 9:00 p.m.; Friday: 8:00 a.m. to 5:00 p.m.; Saturday: 8:00 a.m. to 1:00 p.m. (fall and spring semesters only). Office is not open on Saturdays during the Summer Session.

The Evening Instructional Office serves and supports Evening and Saturday Instructors who teach on the Ocean Campus. Services include:

- assign and maintain faculty mailboxes
- assist instructors with duplicating needs
- distribute to faculty the class lists, grade sheets, census reports, etc.
- provide other support services

Whenever possible, faculty should report absences in advance or as soon as possible to this office in order for a notice to be posted in the classroom to inform evening or Saturday students. (Refer to Section 4.5 Absence.)

An instructor who expects to be absent for more than one class meeting should also contact the department chairperson to discuss the advisability of obtaining a substitute. Substitutes are authorized only by the department chairperson or the appropriate Dean.

At Other Locations

To report absences or make inquiries, call department chairpersons, coordinators, the Office of the Center Dean, or a site contact person. (Note: A night contact person is on duty after 5:00 p.m.)

<u>Locations</u>	<u>Day #</u>	<u>Evening #</u>	<u>Saturday #</u>	<u>Sunday #</u>
Chinatown/NB	415-395-8600	415-395-8600	415-395-8600	None
Civic Center	415-561-1875	415-561-1020	415-561-1020	None
Downtown	415-267-6504	415-267-6501	415-267-6501	None
Evans	415-550-4440	415-550-4409	415-550-4409	None
Fort Mason	415-561-1840	415-561-1840	415-561-1840	None
John Adams	415-561-1900	415-561-1900	415-561-1900	None
Mission	415-920-6000	415-920-6000	415-920-6000	None
Southeast	415-550-4300	415-550-4300	415-550-4300	None

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Section 4.19

RESPECTING THE FACILITY

Faculty members are asked to abide by the rules of the facility and have students refrain from eating, drinking, or smoking. If moved during a faculty member's class or session, all chairs, tables, and desks should be returned to their proper locations at the end of that time. Any equipment used by the faculty member should be secured before leaving the facility. This level of cooperation demonstrates a respect for one's work space.

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Section 4.20

STUDENT OUTCOMES

Outcomes and Assessment



City College strives to create a culture where outcomes assessment continually improves the quality of student learning and institutional effectiveness. Members of each department and program engage each other in the development and assessment of outcomes. Dialogue within and amongst departments and programs moves the college forward to meet the evolving needs of our students through instruction, curricula, programs, and services.

All units at CCSF (including committees) have outcomes, assess them, and analyze them to inform program improvements.

Outcomes are developed and assessments take place for the following areas:

- **Student Learning Outcomes** (for courses, instructional programs, counseling, and workshops).
- **Student Service Outcomes** (for additional services provided to students, such as transcript procurement registration, and financial aid).
- **Administrative Unit Outcomes** (for services provided to faculty, staff, vendors, external organizations, etc. to produce an environment of learning for our students).
- **General Education Learning Outcomes** (for all CCSF general education outcomes in Communication & Analytical Thinking, Written Composition, Natural Science, Social Sciences, Humanities, History, Health, and Multicultural Studies).
- **Institutional Learning Outcomes** (for the four institutional outcomes of Critical Thinking & Information Competency, Communication, Cultural, Social & Environmental Awareness, Personal & Career Development).

More information: www.ccsf.edu/slo and www.ccsf.edu/curricunet

Faculty Responsibilities

City College of San Francisco faculty, both credit and non-credit, as well as full-time and part-time, are required to participate in coordinated assessments of stated Student Learning Outcomes for the courses they instruct or the services they provide.

Student Learning Outcomes (SLOs) are concise statements about the knowledge, skills, and values students are expected to have when they have completed a course, program, or path of study at City College. When instructing any course, SLOs must be explained to the student and provided to the student in the syllabi *exactly as they appear in the official Course Outline of Record*. (See Section 4.7 Introductory Information for details of the written class information to give each student.)

Coordinated assessments of learning outcomes are discipline specific and are typically designed, guided and scheduled by the Department Chair or designated course coordinator(s) with significant faculty input. Information about the assessment processes for each Department may be found on the Department's assessment webpage. Additionally, all programs (certificates, degrees, and in some cases, disciplines) are required to assess the Program Student Learning Outcomes (PSLOs) published in the CCSF Catalog. How often learning outcomes are assessed may be decided within each area, but the CCSF Institutional Assessment Plan established a three year benchmark. In sum, all outcomes are assessed at least once every three years. Likewise, a comprehensive analysis of all student learning outcomes in a course and all learning outcomes in a program should be submitted once every three years by the course and program coordinators. Coordinated assessments of General Education Learning Outcomes (GELOs) and Institutional Level Outcomes (ILOs) also occur.

Faculty who serve on the Academic Senate's Student Learning Outcomes Committee meet as a workgroup of faculty to complete these assessments and discuss the results with the campus community. The timeline for the assessment of GELOs and ILOs is published in the Institutional Assessment Plan.

Accreditation Standards require rigorous documentation that demonstrates assessments are taking place and that improvement to the classroom, course, and program result from the analysis of assessment data. As such, instructors are required to submit assessment data about their students and comprehensive reports about all SLOs/PSLOs in a central reporting system. Data about individual students is private and secure, much like grades. Aggregate reports about sections, courses, and programs are publicly available documents. To create these reports, CCSF uses an integrated program called CurricUNET for assessments as well as for curriculum development and program review. The CurricUNET User Manual is available online along with video tutorials and step-by-step written instructions. In-person trainings can also occur.

The goal of the assessment process is to ensure Continual Quality Improvement (CQI). This is achieved when faculty members do the following:

- 1) Engage in a nuanced analysis of which outcomes are being achieved;
- 2) Identify gaps in the achievement of specific learning outcomes;
- 3) Analyze data to see if certain subpopulations of students are not achieving the stated outcomes;
- 4) Work with colleagues to improve the course or program (if needed); and
- 5) Reassess to evaluate the efficacy of any improvement(s).

Assistance for assessment is provided by faculty designated as SLO Coordinators. Coordinators are thereby responsible for coordinating institutional level assessments: course, program, student service, and administrative unit assessment reporting. SLO Coordinators also serve as liaison between the SLO Committee and Planning Committee; provide and coordinate professional development opportunities related to assessment of outcomes; and communicate to the campus community about assessment related improvements, the Annual Assessment Plan, changes to GE or Institutional Level Outcomes, and goals and benchmarks for CCSF.

Resources:

CCSF Outcomes and Assessment website: A comprehensive website with an SLO Handbook, Institutional Assessment Plan, Professional Development Resources, and links to Department Assessment websites and Reports. www.ccsf.edu/slo

SLO Coordinators at SLOCoordinator@ccsf.edu

CCSF CurricUNET: A comprehensive website that provides the CurricUNET User Manual, reporting tools and instructions for submitting reports. www.ccsf.edu/curricunet

Have questions or need help with CurricUNET software? Contact Curricunet@ccsf.edu

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